



## OFFICE OF THE REGISTRAR

October 5, 2023

Dear Student Name, ID,

Congratulations on your graduation!

To assure an orderly degree distribution, you must make an [appointment](#) to pick up your original degree in person between 8:30 am and 4:00 pm from:

- **West Hall, Common Room, October 23 through October 27, 2023.**

**Please also note that we will not be able to deliver your degree to you if you do not follow these directions:**

1. Complete your [online clearance](#) process before making your appointment.
2. Complete the [Diploma Receipt Form](#) prior to coming to campus for your appointment and bring it with you. **DO NOT EMAIL US THE SIGNED FORM.**
3. Bring your identification card.
4. Complete the [Authorization Form](#) if you are unable to come to campus at your assigned date and time and would like someone else to pick up your original degree. Be sure to follow the instructions on the Authorization Form carefully.
5. If applicable, secure any missing documents from your file as communicated to you earlier.

**Please note that you will not be able to pick up your degree without an appointment.**

Schedule your appointment **48 working hours in advance** so that we have time to have your degree ready for you when your appointment time arrives.

You will receive your cover with your degree.

If you require an authenticated copy of your degree, you must pick up your original and submit a copy for authentication through the [document ordering system](#).

Kind regards,

Office of the Registrar